

**WHITE PLAINS ONLY**  
ADMISSION TO THE SOUTHERN DISTRICT OF NEW YORK

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1. Petition **MUST** be sign, notarized and submitted.
2. Only **ORIGINALS** WILL BE ACCEPTED FOR FILING, with Social Security # on front of petition.
3. Fee at the time of filing is \$85.00. Checks are payable to: CLERK, U.S.D.C., S.D.N.Y.
4. Petition is to be filed and fees paid in Room 147 at the U.S. Courthouse, White Plains. We will accept petitions by mail. For return, please enclose **SELF ADDRESSED, STAMPED ENVELOPE**.
5. Sponsors are not required to appear (**White Plains only**) on the day of admission.
6. Applicants will receive a date of admission either directly or by mail.
7. Adjournments will be taken by telephone by calling (914) 390-4011 by noon of the day before the scheduled admission.
8. Questions regarding the admission or preparation of the petition should be directed to (914) 390-4011.
9. All petitions must be signed by the attorney with name clearly printed or typed directly below the signature and must show the attorney's first and last initial and last four (4) digits of his/her social security.
10. The local rules are now on the USDC, SDNY Web Site: [www.nysd.uscourts.gov](http://www.nysd.uscourts.gov).

Rule on Admission to the Bar from the  
Local Rules of the United States District Courts for the  
Southern and Eastern Districts of New York

Effective April 15, 1997 - 1st Printing November, 1997 - Encompassing Amendments Through November 18, 1999

**Local Civil Rule 1.3. Admission to the Bar**

(a) A member in good standing of the bar of the state of New York, or a member in good standing of the bar of the United States District Court in New Jersey, Connecticut or Vermont and of the bar of the State in which such district court is located, provided such district court by its rule extends a corresponding privilege to members of the bar of this court, may be admitted to practice in this court on compliance with the following provisions:

Each applicant for admission shall file with the clerk, at least ten (10) days prior to hearing (unless, for good cause shown, the judge shall shorten the time), a verified written petition for admission on a form supplied by the clerk stating: (1) applicant's residence and office address; (2) the time when, and courts where, admitted; (3) applicant's legal training and experience; (4) whether applicant has ever been held in contempt of court, and, if so, the nature of the contempt and the final disposition thereof; (5) whether applicant has ever been censured, suspended or disbarred by any court, and, if so, the facts and circumstances connected therewith; (6) that applicant has read and is familiar with (a) the provisions of the Judicial Code (Title 28, U.S.C.) which pertain to the jurisdiction of, and practice in, the United States District Courts; (b) the Federal Rules of Civil Procedure; (c) the Federal Rules of Criminal Procedure; (d) the Federal Rules of Evidence; (e) the Local Rules of the United States District Court for the Southern and Eastern Districts of New York; and (f) the New York State Lawyer's Code of Professional Responsibility as adopted from time to time by the Appellate Divisions of the State of New York; and (7) that applicant will faithfully adhere to all rules applicable to applicant's conduct in connection with any activities in this court.

The petition shall be accompanied by a certificate of the clerk of the court for each of the states in which the applicant is a member of the bar, which has been issued within thirty (30) days and states that the applicant is a member in good standing of the bar of that state court. The petition shall also be accompanied by an affidavit of an attorney of this court who has known the applicant for at least one year, stating when the affiant was admitted to practice in this court, how long and under what circumstances the attorney has known the applicant, and what the attorney knows of the applicant's character and experience at the bar. Such petition shall be placed at the head of the calendar and, on the call thereof, the attorney whose affidavit accompanied the petition shall personally move the admission of the applicant. If the petition is granted, the applicant shall take the oath of office and sign the roll of attorneys.

(b) A member in good standing of the bar of either the Southern or Eastern District of New York may be admitted to the bar of the other district without formal application (1) upon filing in that district a certificate of the Clerk of the United States District Court for the district in which the applicant is a member of the bar, which has been issued within thirty (30) days and states that the applicant is a member in good standing of the bar of that court and (2) upon taking the oath of office, signing the roll of attorneys of that district, and paying the fee required in that district.

(c) A member in good standing of the bar of any state or of any United States District Court may be permitted to argue or try a particular case in whole or in part as counsel or advocate, upon motion and upon filing with the Clerk of the District Court a certificate of the court for each of the states in which the applicant is a member of the bar, which has been issued within thirty (30) days and states that the applicant is a member in good standing of the bar of that state court. Only an attorney who has been so admitted or who is a member of the bar of this court may enter appearances for parties, sign stipulations or receive payments upon judgments, decrees or orders.

(d) If an attorney who is a member of the bar of this court, or who has been authorized to appear in a case in this court, changes his or her residence or office address, the attorney shall immediately notify the clerk of the court, in addition to serving and filing a notice of change of address in each pending case in which the attorney has appeared.

[Source: Former Local General Rule 2.]